



**Illinois Disease Surveillance System (IDSS)
Provider Portal Training (July 2024)**

Training Agenda

Objectives

By the end of this session, participants will be more familiar with the IDSS Provider Portal. Participants will be equipped with knowledge of how to access the provider portal, navigate the portal, and enter a new provider report.

Agenda

Topic	Time
Understanding IDSS	10 minutes
Accessing the IDSS Provider Portal	10 minutes
Navigating the Provider Portal	5 minutes
Manual Intake Process	35 minutes
Reviewing Disease Reports	10 minutes

Icon Guide

The following icons are used throughout this training to highlight specific information.

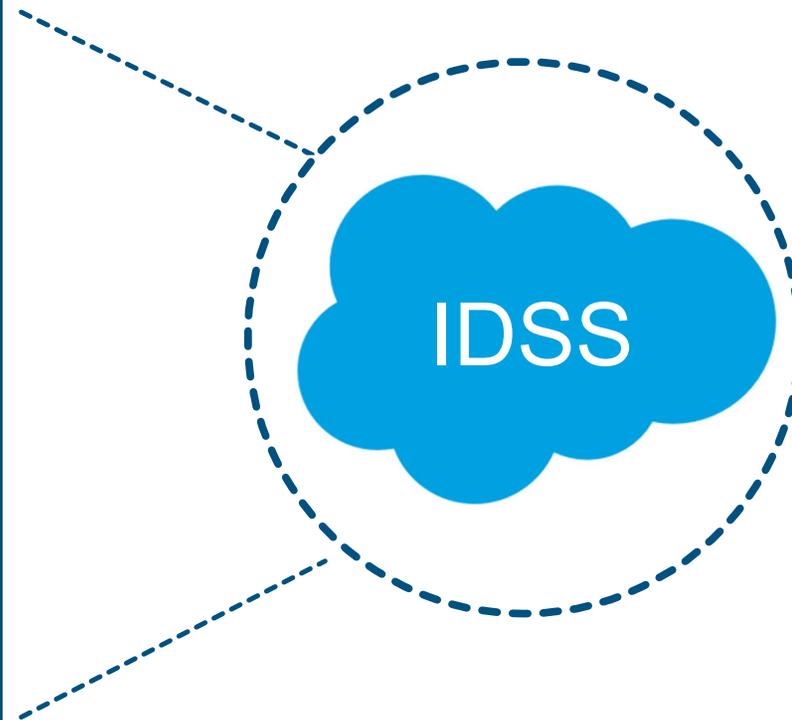
ICON	DESCRIPTION
	Additional information about a screenshot slide.
	Instructions for how to complete a process.
	The order in which the process occurs.

Understanding IDSS

What is the Illinois Disease Surveillance System (IDSS)?

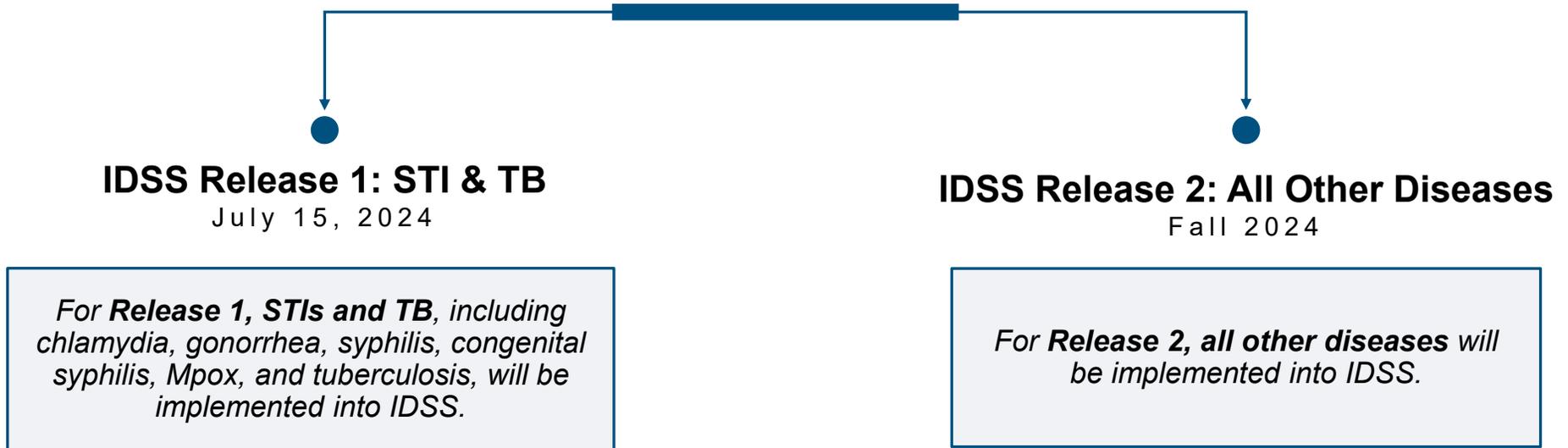
The Illinois Disease Surveillance System (IDSS) is a Salesforce (web-based) system built for local and state health department staff and health care providers to report and monitor communicable diseases within the state of Illinois. IDSS was designed to assist the Illinois Department of Public Health's (IDPH) and its stakeholder's ability to:

- Monitor and manage communicable diseases as they are reported by enabling **more complete and integrated data collection**.
- Track tasks and manage workloads via **automated processes and dashboards for Local Health Departments (LHDs) and IDPH**.
- Adapt and adjust to allow **surveillance and investigation** of emerging diseases for future needs.
- Track cases associated with outbreaks through **greater outbreak functionality** directly in the system.



When will providers be able to access IDSS?

The system will be implemented in two separate releases in 2024. Below provides a timeline for system implementation and when certain diseases will be implemented into IDSS.



Providers who report in the provider portal for multiple disease types will be accessing two systems until complete system implementation in Fall 2024. Beginning July 15, providers should use IDSS for STIs and TB, while continuing to use I-NEDSS to input all other diseases until Release 2.

What are some key features for providers in IDSS?

There are several IDSS key features, including user-friendly design, streamlined reporting, ability to update reports, and cross-organization visibility into lab results, relevant for providers.

1

User-Friendly Design

A user-friendly design makes it easy to log in, complete, and submit information to the local health department.

2

Streamlined Reporting

Data collection will be centralized, with providers continuing to report cases in a timely way and providing additional follow up information, such as treatments, when available.

3

Ability to Update Reports

Providers will have the ability to update provider reports with additional information once all mandatory information is completed. Providers can return and add follow-up data like treatments later.

4

Cross-Organization Visibility

Providers can see provider reports they and anyone in their organization submitted.



Providers cannot save reports until full person, disease report, and lab results (if applicable) are input into the system. Once a preliminary provider report is saved, it is immediately accessible to LHDs.

Accessing the IDSS Provider Portal

Getting Started

Providers will be utilizing this new Provider Portal to send disease report information to the Local Health Department. Current providers will already have their login information to log into the IDSS Provider Portal. New providers will need to request access to the IDSS Provider Portal.

Current Providers

- Providers will be uploaded to the IDSS Provider Portal as a user.*
- Providers will automatically be able to access the system via Okta.
- Providers will be given login information.
- There will be no training environment for the Provider Portal



New Providers

- Providers will need to navigate to the IDPH portal to request access.
 - <https://portalhome.dph.illinois.gov>
- Select **Register for a Portal Account**.
- Complete the form and submit.
- A response will be given soon with login information.

⁹ *Providers who have logged into I-NEDSS between December 2022 and April 2024 have been automatically uploaded as users into the new system.

Logging In to the Provider Portal (1 of 2)

Let's review the process for logging into the IDSS Provider Portal. We'll start by navigating to the partner website and logging in using our Work email address and password.

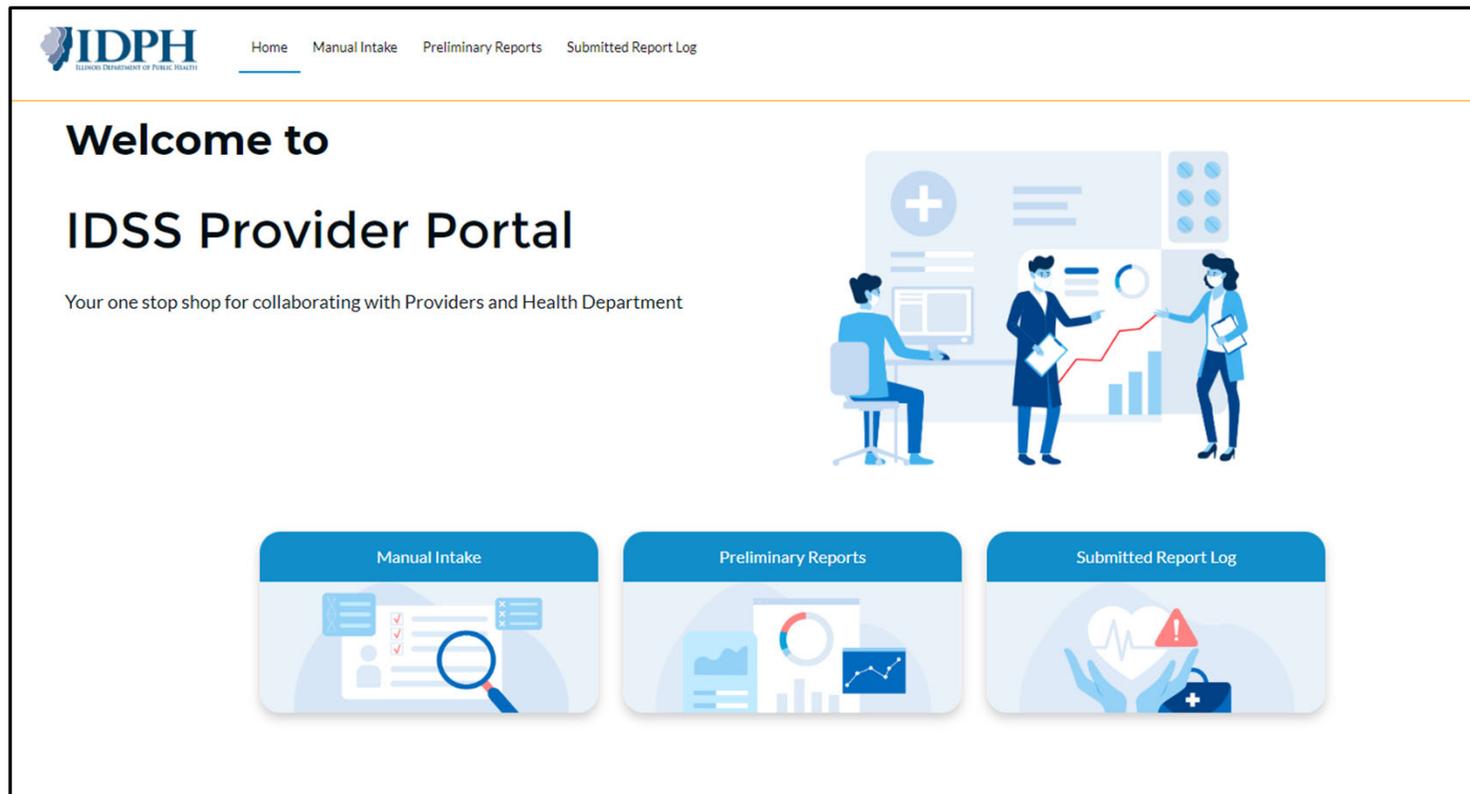


1. Enter the website in a browser:
<https://ilpartner.illinois.gov/>
2. Enter Work email address and password.
3. Select your multifactor authentication (MFA) choice as a phone number. Choose to receive a code by SMS or phone call.
4. After completing the MFA, the Okta dashboard will appear. Select the **IDSS Provider Portal** icon.

*Please make sure you are using the **latest version of Google Chrome** to access the Provider Portal to maximize system performance.*

Logging In to the Provider Portal (2 of 2)

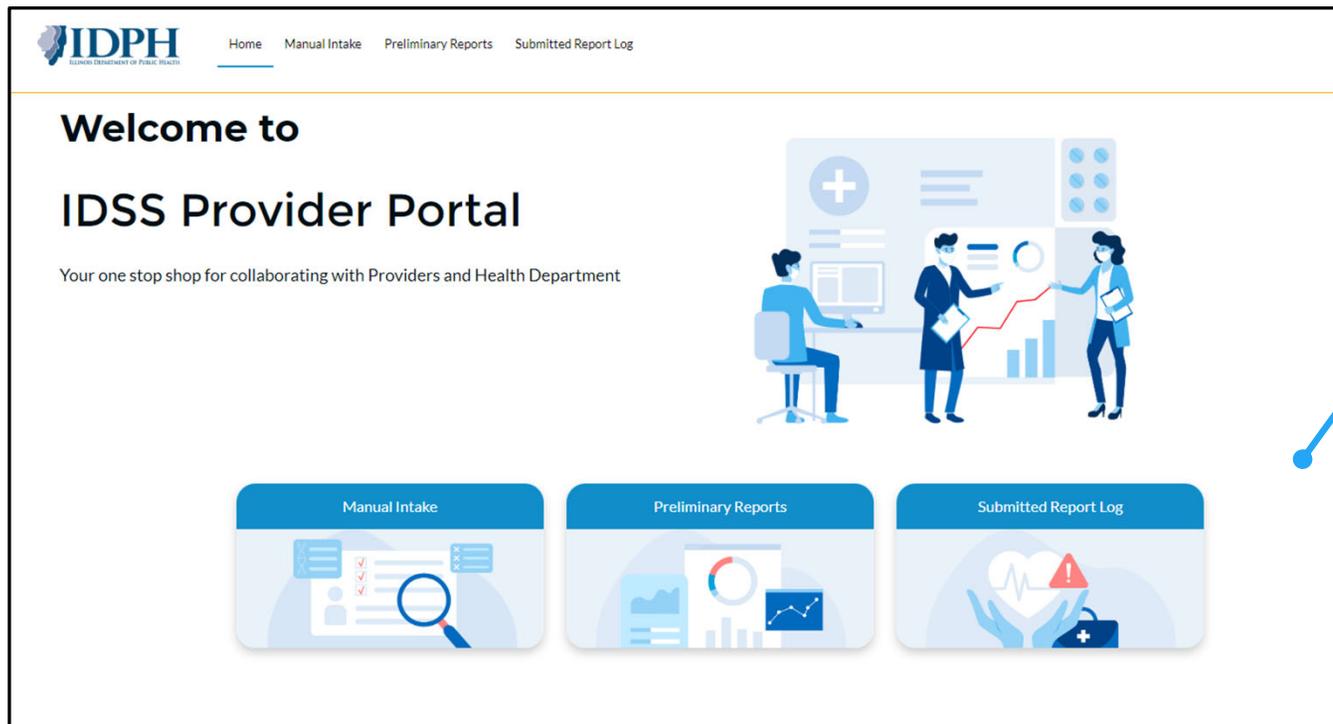
Once logged into Okta, providers will select the **IDSS Provider Portal** icon. The Homepage will be seen by providers after the icon is selected.



Navigating the Provider Portal

What will the system look like? - Provider Portal Homepage

The Homepage in the Provider Portal offers quick access for providers to enter manual reports (e.g., STIs and TB lab reports for Release 1), provide updated information to saved Preliminary reports, and view submitted Preliminary reports.



The Provider Portal Homepage contains the following main sections:

- *Manual Intake*
- *Preliminary Reports*
- *Submitted Report Log*

Navigating the Provider Portal Homepage

The Homepage is the first page providers will see once logged into the system. This page enables quick access to the primary disease surveillance functions that providers will use within IDSS, including Manual Intake, Preliminary Reports, and Submitted Report Logs.

The screenshot shows the IDSS Provider Portal homepage. At the top left is the IDPH logo (Illinois Department of Public Health). To its right is a navigation menu with links for Home, Manual Intake, Preliminary Reports, and Submitted Report Log. Below the navigation is a large heading "Welcome to IDSS Provider Portal" and a sub-heading "Your one stop shop for collaborating with Providers and Health Department". In the center is an illustration of three people working at a computer. Below this are three main navigation buttons: "Manual Intake", "Preliminary Reports", and "Submitted Report Log". Each button has a callout box explaining its function.

Manual Intake – displays the Manual Intake page for providers to enter demographics and lab results.

Preliminary Reports – displays reports of lab / case information where you have entered some information but not completed final submission to the Local Health Department

Submitted Report Log – displays final reports submitted to the Local Health Department.

Manual Intake Process

Overview: Manual Intake Process

Entering information for a Provider Report in the Provider Portal is completed through the **Manual Intake** function. During this process, providers will be able to enter demographic information, input lab results, and complete a questionnaire that provides disease-specific information to LHDs. Providers can begin this process by selecting the **Manual Intake** at the top of the page or at the bottom.

- In the **Manual Intake** process, providers complete the following:
- Provide demographic information
 - Enter lab results
 - Complete a questionnaire with disease-specific information (e.g., questions specific to syphilis)

The screenshot displays the IDSS Provider Portal interface. At the top, the IDPH logo is on the left, and navigation links for 'Home', 'Manual Intake', 'Preliminary Reports', and 'Submitted Report Log' are on the right. The 'Manual Intake' link is highlighted with a red dashed box. Below the navigation bar, the text reads 'Welcome to IDSS Provider Portal' and 'Your one stop shop for collaborating with Providers and Health Department'. An illustration depicts a person at a computer, a doctor, and a nurse. At the bottom, three buttons are shown: 'Manual Intake', 'Preliminary Reports', and 'Submitted Report Log'. The 'Manual Intake' button is highlighted with a red dashed box and a blue callout line pointing to the text box on the left.

Manual Intake Process

From the Homepage, providers will select the **Manual Intake** option to start the process of entering information for a new case. Let's look at each page of the Manual Intake process.

The screenshot shows the IDSS Provider Portal homepage. At the top left is the IDPH logo (Illinois Department of Public Health). To its right is a navigation menu with four items: 'Home', 'Manual Intake', 'Preliminary Reports', and 'Submitted Report Log'. The 'Manual Intake' item is highlighted with a red dashed box. Below the navigation is a large heading 'Welcome to IDSS Provider Portal' and a sub-heading 'Your one stop shop for collaborating with Providers and Health Department'. To the right of the text is an illustration of three people (two men and one woman) in business attire, one sitting at a computer and two standing and looking at a large screen displaying charts and graphs. Below this illustration are three large, rounded rectangular buttons. The first button is titled 'Manual Intake' and features an icon of a magnifying glass over a document with checkmarks. The second button is titled 'Preliminary Reports' and features an icon of a bar chart and a line graph. The third button is titled 'Submitted Report Log' and features an icon of a heart with a pulse line and a red warning triangle. A yellow callout box on the left side of the page contains the text 'Select Manual Intake.' and has two yellow lines pointing to the 'Manual Intake' link in the navigation menu and the 'Manual Intake' button below.

Manual Intake Process: Name and Demographics Overview

The first part of the Manual Intake process is where providers enter the **name of the patient, demographics, address information, phone information, and the disease.** Each section will be described throughout the following slides.

The screenshot displays a web form with two main sections: 'Name' and 'Demographics'. The 'Name' section includes fields for First Name (required), Middle Name, Last Name (required), and Suffix. The 'Demographics' section includes a Date of Birth field (with an 'Estimated?' checkbox), Sex (dropdown), Race (dropdown with options: American Indian or Alaska Native, Asian, Black or African American, White, Native Hawaiian/Other Pacific Islander), Ethnicity (dropdown), Deceased (dropdown), Communicates in English? (dropdown), Preferred Language (dropdown), Country at Birth (dropdown), Country of Usual Residence (dropdown), and an Email field (pre-filled with 'you@example.com').

Manual Intake Process: Name and Demographics (1 of 3)

The first two sections of the Manual Intake process is completing the **Name** and **Demographics** sections. Providers will need to complete the required fields and any other fields from gathered information.

The screenshot shows a form with two main sections: 'Name' and 'Demographics'. Three red dashed boxes with numbers 1, 2, and 3 highlight specific fields. Callout boxes provide instructions for these fields.

- Callout 1:** Enter the **First Name** of the patient. This is a *required field*.
- Callout 2:** Enter the **Last Name** of the patient. This is a *required field*.
- Callout 3:** Enter the **Date of Birth** of the patient using MM/DD/YYYY. This is a *required field*.

The form fields include:

- Name Section:** First Name (required), Middle Name, Last Name (required), Suffix.
- Demographics Section:** Date of Birth (required), Estimated? (checkbox), Sex (dropdown), Deceased (dropdown), Race (dropdown), Ethnicity (dropdown), Communicates in English? (dropdown), Preferred Language (dropdown), Country at Birth (dropdown), Country of Usual Residence (dropdown), Email (text field).

Manual Intake Process: Name and Demographics (2 of 3)

Selecting a certain option in the following fields will auto display an additional field for completion: Deceased, Sex, Country at Birth, and Race.

Selecting the **Yes** option for **Deceased** will auto display the **Deceased Date** field below.

Selecting a non-US option for **Country at Birth** will auto display the **Date of first arrival to US** field below.

Selecting an option from the **Sex** field will auto display the **Current Gender** field below.

Selecting an **Asian** or **Native Hawaiian/Other Pacific Islander** will auto display **Asian Country** or **Native Hawaiian/Other Pacific Islander Island** fields below.

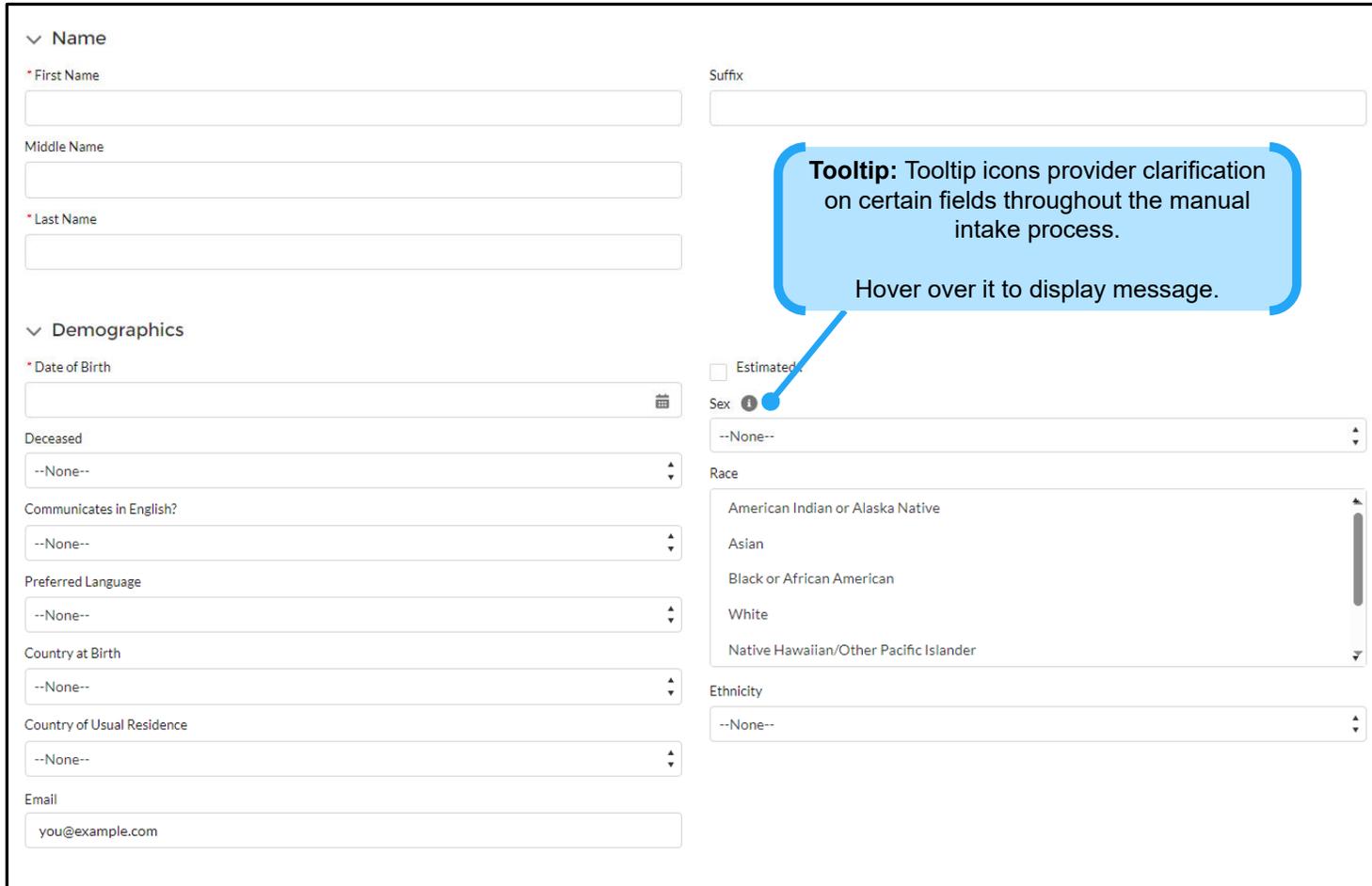
The screenshot shows a form with several sections: Name, Demographics, and Proxy Information. The Demographics section contains the following fields and their auto-generated counterparts:

- Deceased:** A dropdown menu with "Yes" selected. A red dashed box highlights this selection, and a callout points to the "Deceased Date" field that appears below it.
- Sex:** A dropdown menu with "Female" selected. A red dashed box highlights this selection, and a callout points to the "Current Gender" field that appears below it.
- Country at Birth:** A dropdown menu with "Australia" selected. A red dashed box highlights this selection, and a callout points to the "Date of first arrival to US" field that appears below it.
- Race:** A dropdown menu with "Asian" selected. A red dashed box highlights this selection, and a callout points to the "Asian Country" field that appears below it.
- Race:** A dropdown menu with "Native Hawaiian/Other Pacific Islander" selected. A red dashed box highlights this selection, and a callout points to the "Native Hawaiian/Other Pacific Islander Island" field that appears below it.

Other fields in the form include: First Name, Middle Name, Last Name, Suffix, Date of Birth, Estimated?, Deceased Date, Communicates in English?, Preferred Language, Date of first arrival to US, Country of Usual Residence, Email, Proxy Name, and Relationship to Patient.

Manual Intake Process: Name and Demographics (3 of 3)

Hovering over a tooltip icon ⓘ will display clarification about a field. This icon will be seen throughout the manual intake process.



The screenshot shows a form with two main sections: 'Name' and 'Demographics'. The 'Name' section includes fields for First Name, Middle Name, Last Name, and Suffix. The 'Demographics' section includes fields for Date of Birth, Deceased status, Communicates in English?, Preferred Language, Country at Birth, Country of Usual Residence, and Email. A tooltip icon ⓘ is visible next to the Sex field. A blue callout box with a pointer to the Sex field contains the text: 'Tooltip: Tooltip icons provide clarification on certain fields throughout the manual intake process. Hover over it to display message.'

▼ Name

* First Name

Middle Name

* Last Name

Suffix

▼ Demographics

* Date of Birth

Deceased

Communicates in English?

Preferred Language

Country at Birth

Country of Usual Residence

Email

Estimated

Sex ⓘ

Race

- American Indian or Alaska Native
- Asian
- Black or African American
- White
- Native Hawaiian/Other Pacific Islander

Ethnicity

Tooltip: Tooltip icons provide clarification on certain fields throughout the manual intake process.
Hover over it to display message.

Manual Intake Process: Proxy Information

The next section is the **Proxy Information** section. This section is for entering information about a person who has permission to answer medical questions about the patient including a guardian, relative, spouse, next of kin, or partner. Only one individual can be listed in this section per patient record.

∨ Proxy Information

Proxy Name ⓘ	Relationship to Patient
<input type="text"/>	--None--
Proxy Phone Number	Proxy Extension
<input type="text"/>	<input type="text"/>

There are no required fields in this section but add as much detail as you know.

Manual Intake Process: Identification Information

The next section is the **Identification Information** section. This section is used to verify the identity of the patient. This section is not required unless the individual has a particular identification that is listed. Only one identification can be listed in this section.

The screenshot shows a form titled "Identification Information" with a dropdown menu for "Type" and a text input field for "IDOC ID".

Callout 1: Select the **Type** drop-down and select an option. Only complete if patient has an identification from the drop-down.

Callout 2: Enter the identification number. This is a *required field* if you have a chosen a specific type of identification.

The form fields are:

- Type: IDOC ID (selected)
- IDOC ID: B12345

Manual Intake Process: Address Information and Phone Information

The next two sections are the **Address Information** and **Phone Information** sections. Only one address and phone number can be entered into these sections.

▼ Address Information

Address Type	County
--None--	--None--
Address Line 1	Community Area
	--None--
Address Line 2	Country
	--None--
City	
State	
--None--	
ZIP Code	
▼ Phone Information	
Phone Type	Phone Number
--None--	Phone Number

Community Area:
only applicable for Chicago addresses. If you don't know this information, please skip this.

Phone Number:
should be 10 digits entered in this field.

Manual Intake Process: Pregnancy Status

The **Pregnancy Status** section will only be available if Female or Nonbinary/X is selected in the Sex field in the Demographics section.

The screenshot shows a form section titled "Pregnancy Status" with a dropdown arrow. Below the title is a checkbox labeled "Case is currently pregnant" which is checked. To the right is a text input field labeled "Pregnancy Due Date" with a calendar icon on the right side. Two blue callout boxes provide instructions: one points to the checkbox and the other points to the date field.

✓ Case is currently pregnant

Pregnancy Due Date

Case is Currently Pregnant: should select the **box** if the individual is pregnant.

Pregnancy Due Date: field will display once the pregnancy box is selected. Enter a date using the format MM/DD/YYYY.

Manual Intake Process: Disease

The last section for the first page of the Manual Intake is the **Disease** section. Providers will select a disease from the drop-down. If a patient has multiple disease diagnoses, providers will need to complete the Manual Intake process twice.

Chlamydia
Gonorrhea
Mpox
Syphilis
Syphilis (congenital)
Tuberculosis Disease
Tuberculosis Infection

▼ Disease

* Select Disease

Select Disease

* Do you have a lab result to enter for this patient?

--None--

Select a **Disease**.
This is a *required field*.

Manual Intake Process: Lab Report

To finalize the **Disease** section of the Manual Intake Process, providers will complete information for labs, as available. If the provider has lab results to enter, select **Yes** from the **Do you have a lab result to enter for this patient?** drop-down. If there are no lab results to enter, select **No**. Selecting no will skip over the lab results section in the Manual Intake process and move onto the questionnaire.

The screenshot shows a web form with the following elements and annotations:

- Section Header:** "Disease" with a downward arrow icon.
- Field 1:** A text input field with the placeholder "Select Disease" and a search icon. A yellow callout box points to it with the text: "Select an option from the drop-down. **Yes:** continue to the lab results section. **No:** continue to questionnaire section. This is a *required field*."
- Field 2:** A dropdown menu with the label "* Do you have a lab result to enter for this patient?". A red circle with the number "2" is next to the label. The dropdown is open, showing options: "--None--", "Yes", and "No". A red dashed box highlights the dropdown menu.
- Field 3:** A blue "Next" button. A red circle with the number "3" is next to it. A yellow callout box points to it with the text: "Select **Next**."

Manual Intake Process: Provider Information and Lab Results

The second part of the Manual Intake process includes completing **laboratory information, provider information, and lab results**. Providers will only complete this if they answered “Yes” to the lab results questions on the first page. Each section will be described throughout the following slides.

This screenshot shows the 'Laboratory' and 'Ordering Facility' sections of a form. The 'Laboratory' section includes a search field for the 'Performing Lab'. The 'Ordering Facility' section contains multiple text input fields for 'Ordering Facility Name', 'Ordering Facility Address (Country/Territory)', 'Ordering Facility Address (Street)', 'Ordering Facility Address (City)', 'Ordering Facility Address (ZIP/Postal Code)', and 'Ordering Facility County'. It also includes dropdown menus for 'Ordering Facility Address (State/Province)' and 'Ordering Facility County'. The 'Ordering Provider' section includes text input fields for 'Ordering Provider First Name', 'Ordering Provider Last Name', 'Ordering Provider Phone', and 'Ordering Provider Phone'.

This screenshot shows the 'Lab Result' section of a form. It includes a text input field for 'Reason For Study'. The 'Specimen Details' section contains dropdown menus for 'Specimen Collection Date', 'Specimen Received Date', 'Specimen Number', and 'Specimen Source'. The 'Lab Result' section includes dropdown menus for 'Test Name', 'Test Type', 'Test Method', and 'Lab Report Date'. It also has text input fields for 'Lab Result' and 'Reference Range', and a larger text area for 'Comments'. At the bottom, there is a dropdown menu for 'Would you like to save this form as a draft before submitting to the Health Department?' with a 'Draft' option. Navigation buttons 'Back to Demographics' and 'Save and Go to Questionnaire' are located at the bottom right.

Manual Intake Process: Laboratory and Ordering Facility

To manually enter a lab, providers will also need to complete the **Laboratory** and **Ordering Facility** sections. Enter the name of the Performing Lab and complete other fields as well, if possible. If the lab is not located in the **Performing Lab** field, select **Other** and enter the lab's information.

▼ Laboratory

* Performing Lab

▼ Ordering Facility

Ordering Facility Name

Ordering Facility Phone

Ordering Facility Address

Ordering Facility Address (Country/Territory)

Ordering Facility Address (Street)

Ordering Facility Address (City)

Ordering Facility Address (State/Province)

Ordering Facility Address (ZIP/Postal Code)

Ordering Facility County

Select the **Performing Lab** search field and enter name the of the lab where the results came from. This is a *required field*. If you cannot find the lab in the list, please choose "Other".

The information displayed cannot be changed since this information was entered at the time of registration.

Manual Intake Process: Ordering Provider, Reason for Study, and Specimen Details

To continue entering lab information, providers need to complete the **Ordering Provider**, **Reason for Study**, and **Specimen Details** sections. Providers will need to complete the required field and any other fields from gathered information.

Ordering Provider

Ordering Provider First Name

Ordering Provider Last Name

Ordering Provider Phone

Ordering Provider Phone

Lab Result

Reason For Study

Reason for Study

Specimen Details

* Specimen Collection Date

Specimen Received Date

Specimen Number

Specimen Source

Select an Option

Enter the **Specimen Collection Date** using MM/DD/YYYY.
This is a *required field*.

Manual Intake: Lab Result

Enter the date of the **Lab Report** in the required field, and complete other fields if possible/data is available.

The screenshot shows a form titled "Lab Result" with the following fields:

- Test Type:** A dropdown menu with "Select an Option" selected.
- Test Method:** A dropdown menu with "Select an Option" selected.
- Lab Report Date:** A date input field with a calendar icon. It is highlighted with a red dashed border and a red asterisk, indicating it is a required field. A yellow callout box points to it with the text: "Enter the **Lab Report Date** using MM/DD/YYYY. This is a *required field*."
- Lab Result:** A dropdown menu with "Select an Option" selected.
- Test Name:** A dropdown menu with "Select an Option" selected.
- Reference Range:** A text input field.
- Comments:** A text area.
- Add another result:** A button located below the Reference Range and Comments fields. A blue callout box points to it with the text: "Add another result: select this button to add multiple labs to one case."

Manual Intake Process: Preliminary Report vs. Submit to Health Department

After providers have completed all the required fields for the lab results, they can save the report as a **Preliminary Report**. The purpose of the preliminary report is to notify the Local health department (LHD) of the new case while they may still be collecting information about testing, treatment, etc. Providers can come back and add information over time when the report is in "**Preliminary Report**" status. When providers are finished with a report, then they "**Submit to Health Department**".

Would you like to save this as a preliminary report before submitting to the Health Department?

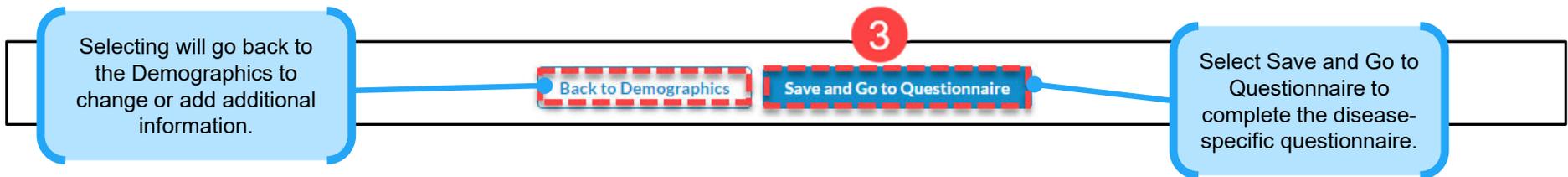
Preliminary Report

✓ Preliminary Report

Submit to Health Department

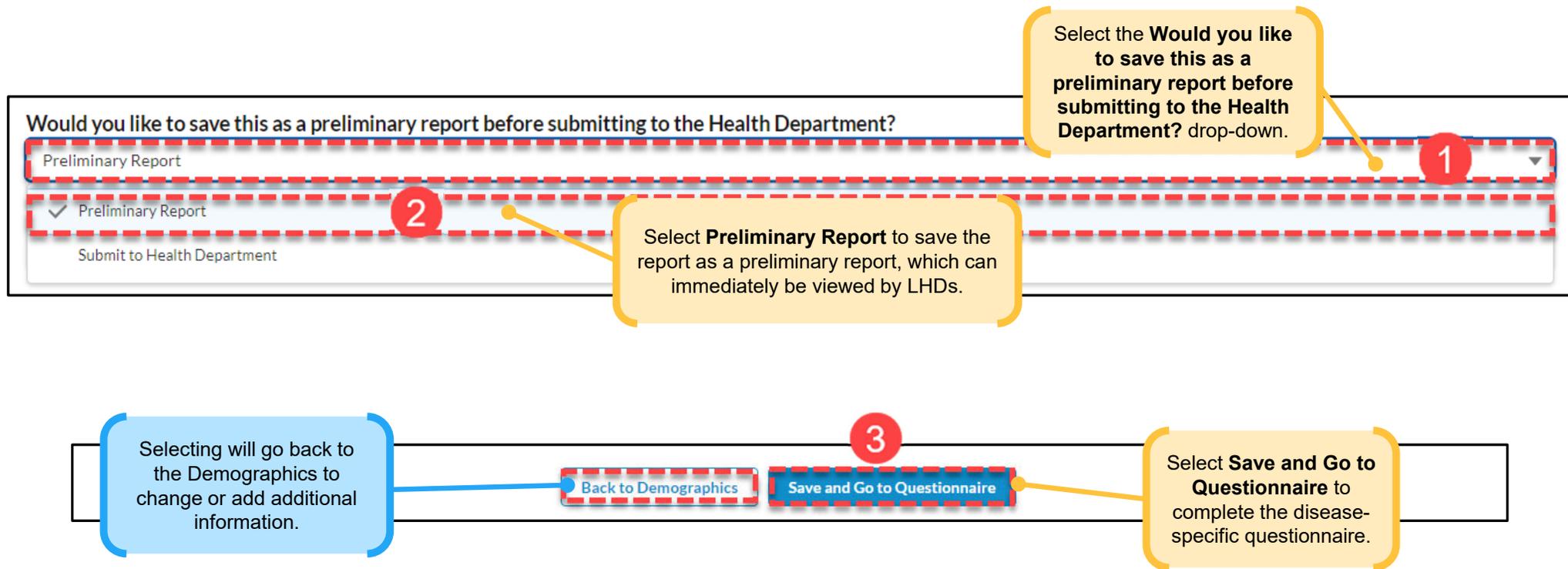
1

Select the Would you like to save this as a **preliminary report OR the Health Department?** drop-down.



Manual Intake Process: Saving

After providers have completed all the required fields for the lab results, they can save the report as a **Preliminary Report**. Providers cannot save reports until full person, disease report, and lab results (if applicable) are input into the system. Once a preliminary provider report is saved, it is immediately accessible to LHDs. Providers can return to preliminary reports and add additional information if it becomes available. Once a preliminary report is saved, they can select the **Submit & Go to Investigation Questionnaire** to move onto the questionnaire.



Manual Intake Process: Questionnaire

After saving a preliminary report or submitting a final report, providers will have the opportunity to answer disease-specific questions for the provider report, as they are able. These pages of questions are called the “questionnaire”. The example being discussed throughout the next few slides will focus on STIs. Remember that the questions will be different depending on the disease and providers should focus on entering information that’s currently known and available.

The screenshot shows a web-based questionnaire for Syphilis Diagnostics. At the top, there is a navigation bar with tabs: Syphilis Diagnostics (selected), Syphilis Treatments, Interview - Demographics, Interview - Behavioral, Interview - Testing & Couns..., and Interview - Treatments. Below the navigation bar, the main content area is titled 'Syphilis Diagnostics'. On the left side, there is a sidebar with a tree view showing sections: Syphilis Diagnostics (0/2), Test Ordering Provider (0/3), Signs and Symptoms (0/1), Syphilis Manifestations (0/4), and Comments (0/1). The main content area is divided into two columns. The left column contains a 'Specimen Source*' section with a list of checkboxes: Blood/Serum, Cerebrospinal fluid (CSF), Cervix/Endocervix, Lesion-Genital, Lesion-Extra Genital, Lymph Node Aspirate, Oropharynx, Ophthalmia/Conjunctiva, and Other. The right column contains a 'Clinical Diagnosis' section with a dropdown menu currently set to '--None--'. Below these sections is a 'Test Ordering Provider' section with three fields: 'Title' (dropdown menu set to '--None--'), 'Name' (text input field with placeholder 'Type your answer here...'), and 'Phone' (text input field with placeholder 'Type your answer here...').

The questionnaire portion of the Manual Intake process is a set of pages that contain disease specific questions for the report. Some questions include **diagnostic information, epidemiologic factors, and treatment information.**

Manual Intake Process: Navigating the Questionnaire

To move throughout the questionnaire, select the **chevrons**. To the left of the questions within each section will be a tracker. It will be checked and show the number of questions answered in parentheses. Remember to select **Save** within each section to saved entered information.

The screenshot shows a web-based questionnaire interface for 'Syphilis Diagnostics'. At the top, a navigation bar contains several chevrons: 'Syphilis Diagnostics' (highlighted in blue), 'Syphilis Treatments', 'Interview - Demographics', 'Interview - Behavioral', 'Interview - Testing & Couns...', and 'Interview - Treatments'. Below this, the 'Syphilis Diagnostics' section is active. On the left, a sidebar lists sub-sections: 'Syphilis Diagnostics (0/2)', 'Test Ordering Provider (0/3)', 'Signs and Symptoms (0/1)', 'Syphilis Manifestations (0/4)', and 'Comments (0/1)'. The main content area is titled 'Syphilis Diagnostics' and includes a 'Specimen Source*' list with checkboxes for 'Blood/Serum', 'Cerebrospinal fluid (CSF)', 'Cervix/Endocervix', 'Lesion-Genital', 'Lesion-Extra Genital', 'Lymph Node Aspirate', 'Oropharynx', 'Ophthalmia/Conjunctiva', and 'Other'. A 'Clinical Diagnosis' dropdown menu is set to '--None--'. Below these are 'Test Ordering Provider' fields for 'Title' and 'Name'. A 'Save' button is located at the bottom center, and a 'Complete Data Entry' button is at the bottom right. Red dashed boxes highlight the navigation chevrons, the sidebar, the 'Save' button, and the 'Complete Data Entry' button.

Selecting the **chevrons** will allow users to move throughout any portion of the questionnaire.

The types of questions will be listed here. It will have a **checkmark** next to it along with the number of questions answered in **parentheses**.

There is a **Save** button in each part of the questionnaire. Select it to ensure work is saved before navigating to a new part of the questionnaire.

Selecting **Complete Data Entry** finalizes the questionnaire and is sent to the local health department.

Manual Intake Process: STI Questionnaire (1 of 3)

The first section in an STI questionnaire will be **Diagnostics**. This section includes the testing ordering provider's information, signs and symptoms, and additional pertinent comments. At the end of this section, select **Save** to save the entered information.

	Diagnostics
<i>Syphilis</i>	<ul style="list-style-type: none"> • Syphilis Diagnostics • Test Ordering Provider • Signs and Symptoms • Syphilis Manifestations • Comments
<i>Chlamydia Gonorrhea</i>	<ul style="list-style-type: none"> • STI Diagnostics • Test Ordering Provider • Comments

The screenshot shows the 'Syphilis Diagnostics' section of the questionnaire. The form is titled 'Syphilis Diagnostics' and is part of a larger intake process. A blue arrow points from the 'Diagnostics' section of the table to the 'Syphilis Diagnostics' section of the form. The form includes sections for 'Syphilis Diagnostics', 'Test Ordering Facility', and 'Test Ordering Provider'. A 'Save' button is highlighted with a red dashed border, and a yellow callout box points to it with the text 'Select Save to save entered information.'

Manual Intake Process: STI Questionnaire (2 of 3)

The second section in an STI questionnaire will be **Treatments**. This section includes a link to the CDC treatment, treatments reported by the provider, and who treated the individual. At the end of this section, select **Save** to save the entered information.

	Treatments
Syphilis	<ul style="list-style-type: none"> • Link to CDC Treatment • Treatment Reported by Doctor • Treating Provider • Other Treatment Information
Chlamydia Gonorrhea	<ul style="list-style-type: none"> • Link to CDC Treatment • Treatment Reported by Doctor • STI Expedited Partner Therapy (EPT) • Treating Provider • Other Treatment Information

Syphilis Diagnostics **Syphilis Treatments** Interview - Demographics Interview - Behavioral Interview - Testing & Coun... Interview - Treatments

Syphilis Treatments

- Link to CDC Treatment (0/0)
- Treatment Reported by Doctor (0/9)
- Treating Provider (0/3)
- Other Treatment Information (0/1)

Syphilis Treatments

Link to CDC Treatment
<https://www.cdc.gov/std/treatment/default.htm>

Treatment Reported by Doctor

Treatment 1* Start Date Specify Other Treatment
 --None-- MM/DD/YYYY Type your answer here...

Treatment 2 Start Date Specify Other Treatment
 --None-- MM/DD/YYYY Type your answer here...

Treatment 3 Start Date Specify Other Treatment
 --None-- MM/DD/YYYY Type your answer here...

Treating Provider

Title Name Phone

Save

Select **Save** to save entered information.

Manual Intake Process: STI Questionnaire (3 of 3)

The other sections of the questionnaire are optional and may be completed if providers have the information. These sections include patient demographic information, patient sexual history, and more. When entering information in these sections, select **Save** at the end of the sections to save the entered information. If no other information is needed to be entered, select **Complete Data Entry** at the bottom of any of the sections to complete the questionnaire.

The screenshot displays the 'Interview - Demographics' section of the STI Questionnaire. At the top, a navigation bar contains five tabs: 'Syphilis Diagnostics', 'Syphilis Treatments', 'Interview - Demographics' (highlighted with a red dashed border), 'Interview - Behavioral', 'Interview - Testing & Couns...', and 'Interview - Treatments'. Below the navigation bar, the 'Interview - Demographics' section is titled. On the left, a sidebar lists sub-sections: 'Demographic Information (0/10)', 'Other Demographics (0/1)', 'Pregnancy (0/7)', 'Reporting Information (0/5)', and 'Interview Information (0/15)'. The main content area is titled 'Interview - Demographics' and contains the following fields:

- Demographic Information**
 - Add the Demographic Information such as Name, Contact Information, and address in the Person Page.**
 - Living with:** Text input field with placeholder 'Type your answer here...'
 - Residence Type:** Dropdown menu with '--None--' selected.
 - Time at Address:** Dropdown menu with '--None--' selected.
 - Time at Address:** Text input field with placeholder 'Type your answer here...'
 - Time at State:** Dropdown menu with '--None--' selected.
 - Time at State:** Text input field with placeholder 'Type your answer here...'
 - Time in County:** Dropdown menu with '--None--' selected.
 - Time in County:** Text input field with placeholder 'Type your answer here...'

Manual Intake Process

Once the manual intake process is complete, the Disease Report will be in either the **Preliminary Reports** or **Submitted Report Log** sections. Preliminary Reports can be edited anytime but are immediately accessible to local health departments when all mandatory person, disease, and lab information is completed. When final reports are submitted, information will be routed to the appropriate jurisdiction and the local health department will be notified in IDSS.

The screenshot shows the IDPH (Illinois Department of Public Health) interface for a Disease Report. The report ID is DR-13132000. The patient is Jasmine Pringles, with the disease reported as Gonorrhea. The report is currently in a 'Draft' status. The interface includes sections for 'Lab Report', 'Patient', and 'Lab Results'. A callout box highlights the 'Disease Report Status' field, which is currently set to 'Draft'.

Person Name	Disease	Jurisdiction	Message Source
Jasmine Pringles	Gonorrhea	IDPH	Provider Portal Report

Lab Report | Patient | Lab Results

Information

Disease	Gonorrhea	Disease Report Status	Draft
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Ordering Facility Information

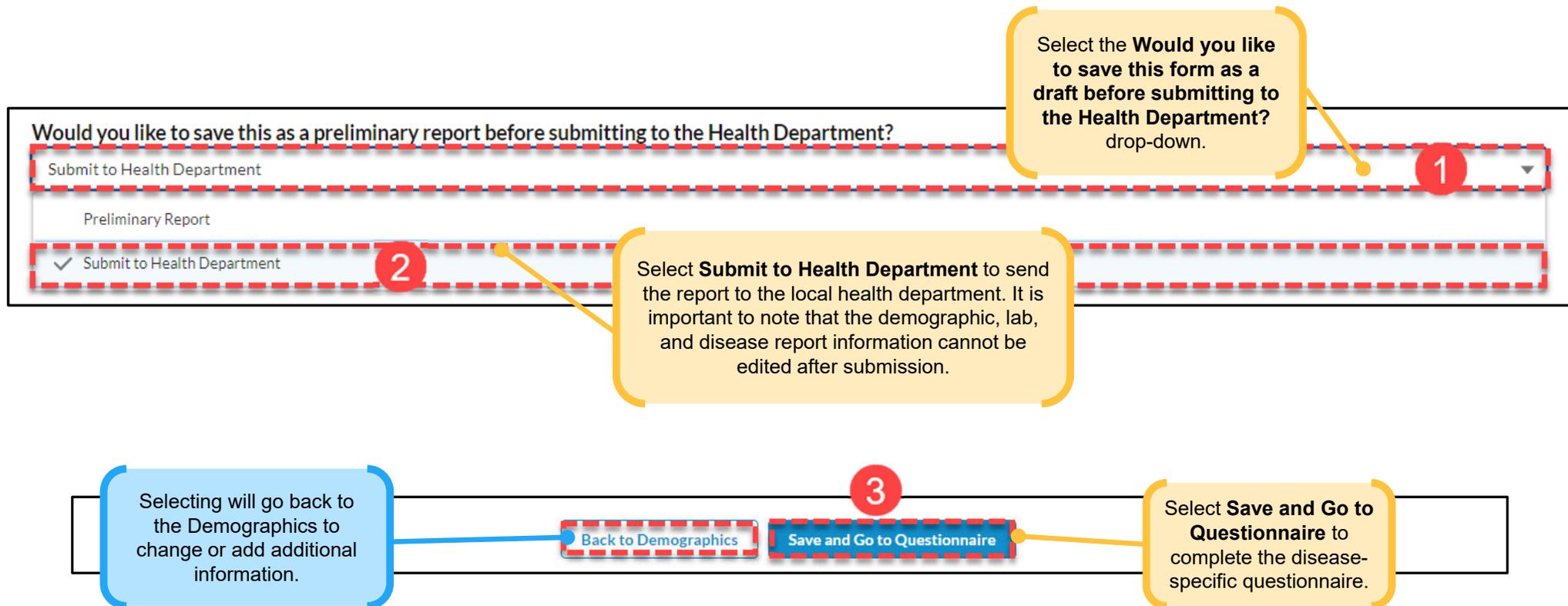
Ordering Facility Name	Ordering Facility Address
Ordering Facility Phone	

Ordering Provider Information

Ordering Provider Name	Ordering Provider Phone
Ordering Provider Last Name	

Manual Intake Process: Submitting

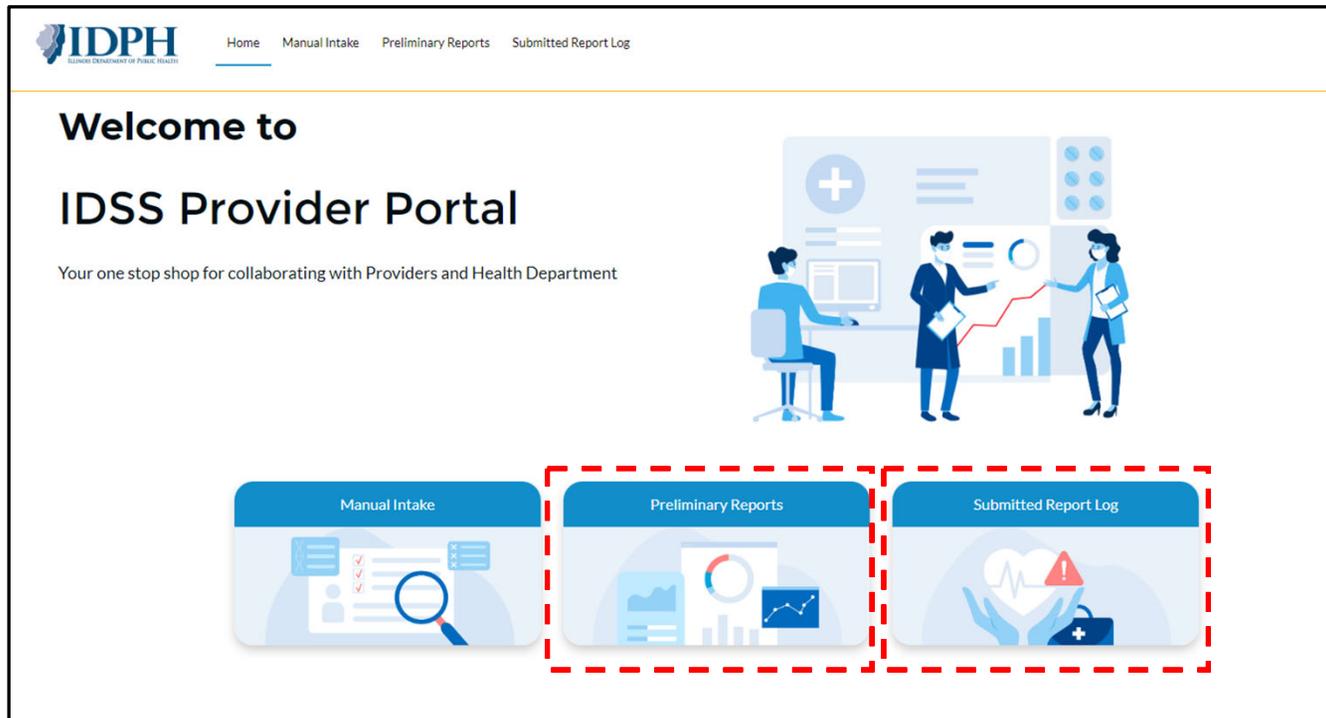
If providers have no additional information to enter for demographic, lab, or disease report information, they can select submit the information to the local health department by selecting **Submit to Health Department** option. Once an option is selected, they can select the **Submit & Go to Investigation Questionnaire** to move onto the questionnaire.



Reviewing Provider Reports

Overview: Reviewing Provider Reports

Within the Provider Portal, users can view preliminary or submitted provider reports. These reports may contain lab, results, patient information, and questionnaire answers. The **Preliminary Reports page** contains reports that have been saved as preliminary reports and contain all mandatory person, provider report, and lab result (if applicable) information. **Preliminary reports are accessible to LHDs, but providers can return to preliminary reports and add additional information if it becomes available.** The **Submitted Report Log** contains final reports that have been submitted to the local health department.



Preliminary Reports

The **Preliminary Reports** page displays all reports saved as **Draft**; this includes reports entered by both the provider and other providers within their organization. Preliminary reports include all mandatory person, provider report, and lab result (if applicable) information. Preliminary reports are immediately accessible to LHDs once all mandatory information has been completed, but providers can return to preliminary reports and add additional information if it becomes available.

The screenshot shows the IDSS Provider Portal interface. The top navigation bar includes 'Home', 'Manual Intake', 'Preliminary Reports', and 'Submitted Report Log'. The main heading is 'Welcome to IDSS Provider Portal' with the subtitle 'Your one stop shop for collaborating with Providers and Health Department'. Below this is an illustration of healthcare professionals. The 'Preliminary Reports' section shows a table with the following data:

	Disease Report Name ↑	Person Name	Disease	Created Date	
1	DR-0012	Alfred Bobterson		9/18/2023, 12:38 PM	⌵

Down Arrow: Displays the **Edit** and **Delete** options. Providers can edit or delete any preliminary report created by that provider.

Select the **Disease Report Name** hyperlink to view the report information and/or edit the report.

Preliminary Reports: Enter Investigation Details

To edit information, select the **Edit** icon next to any of the fields to make updates. In this example, users can change the ordering facility information. To edit the questionnaire, select the **Enter Investigation Details** button.

The screenshot displays the IDPH web application interface for a disease report. At the top, the IDPH logo and navigation links (Home, Manual Intake, Preliminary Reports, Submitted Report Log) are visible. The main content area shows a disease report for DR-13132000, with a person named Jasmine Pringles and a disease of Gonorrhea. The report is currently in a 'Draft' status. The form is organized into several sections: 'Information' (Disease: Gonorrhea), 'Ordering Facility Information' (Ordering Facility Name, Ordering Facility Phone, Ordering Facility Address), and 'Ordering Provider Information' (Ordering Provider Name, Ordering Provider Last Name, Ordering Provider Phone). Three callout boxes provide instructions: one points to the 'Lab Report' tab, another points to the 'Enter Investigation Details' button, and a third points to the 'Edit' icon next to the 'Ordering Facility Address' field.

Select the **subtabs** to edit Lab Report field. Once they submit the preliminary report patient info or lab result **cannot** be edited

Enter Investigation Details Submit to Health Department

Enter Investigation Details: Select to edit the questionnaire

Select the **Edit** icon to change any aspects of the Preliminary Report.

Preliminary Reports: Submitting

Once providers have entered all the necessary information for the report and are ready to send the final information to the local health department, select the **Submit to Health Department** button. After the process is completed, the **Disease Report Status** field will update to **Submitted to Health Department**.

Select Submit to Health Department.

Select Submit.

Select Close.

Submitted Report Log

The **Submitted Report Log** page displays all finalized disease reports submitted to the local health department. This includes provider reports entered by both the current user and other providers within their organization.

The screenshot shows the IDSS Provider Portal interface. At the top, the IDPH logo and navigation menu are visible. The 'Submitted Report Log' link is highlighted with a red dashed box. A large blue arrow points from this link down to the 'Submitted Report Log' link in the second screenshot. Below the navigation, the page title 'Welcome to IDSS Provider Portal' and a subtitle 'Your one stop shop for collaborating with Providers and Health Department' are displayed. The second screenshot shows the 'Submitted Report Log' page with a table of disease reports. A callout box points to the 'Disease Report Name' column, and another callout box points to a dropdown arrow in the table row.

Select the Disease Report Name hyperlink to view the information.

Down Arrow: Displays the **Edit** option to update the **Lab Report** information on the disease report.

	Disease Report Name ↑	Person Name	Disease	Message Source	Created Date
1	DR-138090	Keith Richards	Chlamydia	Manual Laboratory Report	12/15/2023, 10:17 AM

Wrap Up

How will this impact my work?

For next steps, providers should confirm access to the IDSS system. Beginning July 15, providers will begin manually reporting STI and TB in the IDSS provider portal and STI and TB ELRs will begin to automatically load into the system.

Provider Access	<i>Providers who have logged into I-NEDSS between December 2022 and April 2024 have received communications from dph.idss@illinois.gov and have been automatically uploaded as users into the new system. Providers who have not received an email will need to request access by emailing DPH.IDSS@illinois.gov.</i>
Automatic Receipt of Hospital ELRs	<i>Beginning July 15, as part of Release 1, ELRs sent by hospitals for chlamydia, gonorrhea, syphilis, congenital syphilis, Mpox, and tuberculosis will automatically be received into the new IDSS for local health departments to process.</i>
Provider Reporting in IDSS	<i>Beginning July 15, providers who manually report chlamydia, gonorrhea, syphilis, congenital syphilis, Mpox, and tuberculosis in the provider portal will do so in the new IDSS provider portal.</i>
Continuing Use of IDSS	<i>After Release 2, provider reports related to all diseases and conditions will be submitted through the new IDSS provider portal.</i>

